



# Quality and Improvement Sub-Group

## Terms of Reference

Safeguarding is everyone’s responsibility

|            |                |
|------------|----------------|
| Version    | September 2023 |
| Review Due | December 2025  |

## 1. Introduction

- 1.1. In its Vision statement the Richmond and Wandsworth Safeguarding Adults Board (RWSAB) commit to the fundamental principle that all citizens of Richmond and Wandsworth Boroughs (irrespective of age, race, gender, culture, religion, physical or mental ill health; disability or sexual orientation) have a fundamental right to live an independent life free from harm and abuse. All agencies will work together and commit to ensuring that Safeguarding is Everybody's Business. This will be done by:
  - Raising awareness about abuse.
  - Preventing abuse from happening wherever possible.
  - Reporting and responding to concerns and incidents of harm and abuse.
  - Sharing information and intelligence to reduce and remove risk.
  - Share and utilise learning from safeguarding enquiries and reviews to develop practice and preventive strategies.
  - Embed a "Making Safeguarding Personal" approach across the partnership which ensures people are involved and in control of all safeguarding activities.
- 1.2. The Quality and Improvement Sub-group is one of the structures through which the Board delivers its vision.

## 2. Purpose of Quality and Improvement Sub-group

- 2.1. To act, with delegated responsibility, on behalf of the RWSAB to monitor the SAB's delivery of its priorities and its business plan and to offer assurance to the RWSAB Executive on the effectiveness of safeguarding arrangements across the partnership.

## 3. Functions of Quality and Improvement Sub-group

- 3.1. The key objectives of the Sub-group are:
  - Develop and monitor the RWSAB strategic and business plan through the Quality Assurance Framework (QAF).
  - Develop, update and review a performance monitoring Dashboard.
  - Undertake the annual partnership self-assessment and the Peer Support & Challenge Events.
  - Undertake the mid-year Business Plan review via the Strategic Safeguarding Partnership Groups.
  - Identify multi-agency workforce development needs and arrange training to cover identified needs.
  - Arrange multi-agency learning events and masterclasses as agreed in the Business Plan.
  - Develop multi-agency policies and procedures.

## 4. Links to other Sub-groups

- 4.1. The Quality and Improvement Sub-group will link to other RWSAB Sub-groups where they have an important role to play in matters such as:
  - Sharing and distributing information from the annual self-assessment and peer

support events.

- Identifying and arranging any multi-agency training arising from the Business Plan or SARs.
- Developing any multi-agency policies and procedures to support staff or in response to needs identified in SARs and safeguarding prevention.
- Linking with the Richmond and Wandsworth Community Forums to determine trends and issues which require communication to the wider community.

## 5. Membership and member's responsibilities

5.1. The Sub-group will include the following Core Members:

| MEMBER  | AGENCY   | PURPOSE   |
|---|--|---|
| Head of Safeguarding                            | Richmond and Wandsworth Councils                       | Chair<br>Local Authority Lead                             |
| Performance Manager                             | Richmond and Wandsworth Councils                       | Local Authority<br>Performance Lead                       |
| Designated Safeguarding Adults Lead, Richmond   | SWL Integrated Care Board                              | ICB Safeguarding<br>Lead                                  |
| Designated Safeguarding Adults Lead, Wandsworth | SWL Integrated Care Board                              | ICB Safeguarding<br>Lead                                  |
| SAB Co-ordinator                                | Richmond and Wandsworth Council                        | SAB link  |
| Principal Social Worker                         | Richmond and Wandsworth Council                        | Council Adults<br>Services Workforce<br>and Training Link |
| Police representative                           | Metropolitan police – South-West<br>Basic Command Unit | Met Police Lead   |
| Vulnerabilities Manager                         | Richmond and Wandsworth Councils                       | Link to Community<br>Safety                               |
| Safeguarding Adults Lead                        | Hounslow and Richmond<br>Community Healthcare Trust    | Link to Community<br>Healthcare Richmond                  |
| Safeguarding Adults Lead                        | Central London Community<br>Healthcare Trust (CLCH)    | Link to Community<br>Healthcare<br>Wandsworth             |
| Clinical Manager, Mental<br>Health Services     | SWL St. George's Mental Health<br>Trust                | Link to Mental Health<br>service provider                 |
| Head of Safeguarding                            | St George's University Hospital                        | Link to acute health<br>providers                         |
| Housing Officer                                 | Richmond and Wandsworth Councils                       | Link to Council<br>Housing service                        |
| Independent Chair (on ad<br>hoc basis)          | RWSAB  | Link to RWSAB<br>Executive                                |

5.2. Each of the core members will nominate a deputy of sufficient seniority to fully act on behalf of the agency they represent if they are unable to attend a meeting.

- 5.3. The meeting must have a quorate membership of at least 5 core members covering a minimum of three different agencies.
- 5.4. Co-opted members can be agreed at the discretion of the Chair, dependent upon the issue under discussion.
- 5.5. All conflicts of interest should be declared at the start of any meetings; any member can be asked to stand down (at the discretion of the Chair) for any item under discussion if there is a conflict of interest. In such circumstances, an alternative member can be co-opted to bring complementary expertise.

## **6. Meeting frequency and form**

- 6.1. The Sub-group will meet at least quarterly or more frequently as required.
- 6.2. The Sub-group will send out meeting invitations and agendas at least 5 days before each meeting.
- 6.3. Minutes will be kept of all meetings and circulated to the members after the meeting.
- 6.4. The Sub-group will receive information from partners to inform the performance Dashboard and any on relevant workforce issues.
- 6.5. The SAB Coordinator and allocated administrator will administer the Sub-group.
- 6.6. The Sub-group may establish task and finish groups with co-opted members from partner organisations to undertake specific activities such as the annual self-assessment and the peer support and challenge events, specific workforce issues or to create policies and procedures.

## **7. Governance**

- 7.1. The Quality and Improvement Sub-group is accountable to the RWSAB Executive.
- 7.2. The chair of the Sub-group is responsible for preparing a report for each RWSAB Executive meeting to provide updates on the group's activities.

## **8. Decisions and escalation**

- 8.1. Wherever possible to Sub-group will make decisions and recommendations based on consensus between members. Where there is no consensus, decisions will be made based on a simple majority of the members and the chair will hold a casting vote where there is a deadlock.
- 8.2. Where decisions are required urgently, they can be made by email.
- 8.3. In exceptional circumstances, where consensus cannot be reached, issues can be escalated to the Executive to provide direction.

## **9. Communication, Data Protection and Accountability**

- 9.1. The Sub-group will communicate with members electronically in accordance with the Data Protection Act 2018 and the GDPR regulations.
- 9.2. All matters discussed at the Sub-group will be confidential and unless agreed, should not be divulged to other parties. However, if information is discussed that would prejudice the welfare of the person or persons concerned and/or others it will be the responsibility of the chair to ensure that such information is handled appropriately.

## **10. Review**

- 10.1. The Terms of Reference will be reviewed at least every two years.